



RUTGERS[®]

Community Arts

Policies & Procedures

Private Instruction - Trial lessons

- All new students meet their prospective instructors in a trial lesson. The cost of this lesson is the instructor's regular lesson rate, and payment must be received before the lesson takes place.
- If your lesson goes well, students may register for the remainder of the semester with their instructor.
- If you need to cancel a trial lesson a minimum of 24-hours' notice is required for a refund.

Remote Instruction

- All classes and lessons will be held remotely using the Rutgers video conference service Zoom.
- Once a trial lesson or registration has been scheduled, an email will be sent with your Zoom meeting credentials.
- No other technology systems may be used for instruction at Rutgers Community Arts.
- All instruction is recorded and archived as part of our Protection of Minors policy. Only RCA staff will have access to view classes, lessons, and archived recordings, and they will be used only for supervisory purposes.

REGISTRATION

Private Lessons

- Students register for weekly lessons at the start of each semester:
 - Fall/Spring: 13 weeks
 - Summer: 8 weeks
- A \$25 fee is assessed at the time of registration.
- Mid-semester registrations are welcomed, and will be prorated.
- One make-up lesson per semester is offered for planned student absences. Please notify the Rutgers Community Arts office 24 hours in advance of an absence to schedule a make-up lesson.
- Refunds are not provided for students absences.

Classes & Ensembles

- Students register for a full semester of instruction at the start of each semester; schedule varies by program.

- Mid-semester registrations are welcomed, and will be prorated.
- Makeups and refunds are not provided for students absences.

Instructor Absences

- Rutgers Community Arts may provide a substitute instructor to teach during planned instructor absences.
- If a substitute is not provided, cancelled classes and lessons will be made up during the make-up weeks reserved at the end of each semester.

ADMINISTRATIVE CANCELLATIONS AND CHANGES

- Rutgers Community Arts reserves the right to cancel courses with insufficient enrollment or when facilities become unavailable; or change instructors when warranted.
- In the event a course is canceled by Rutgers Community Arts, a full tuition refund will be issued to those who have registered.
- All published course schedules are subject to change.
- Please refer to our website for up-to-date course information.

REFUNDS AND CANCELLATIONS

- Cancellation requests must be made in writing to communityarts@mgsa.rutgers.edu. Requests will be considered valid as of the date the email was received.
- Refunds or credits for participants who wish to cancel their registration will be handled in the following manner:
 - Cancellations requested more than one week before start of lessons or classes will result in a full refund or credit.
 - Refunds are not available for cancellations requested less than one week before the start of lessons or classes.

PAYMENT

- Online registration and auto billing is required of all participants.
- Participants have the option to pay in full at the time of registration, or to set up a payment plan for installment payments.
 - All payment plans require a credit card on file and auto-billing.
 - The number of payment installments and individual payment due dates can be customized.
 - Payment plans require a \$100 deposit and are assessed a \$20 fee.
- Please do not leave your credit card number in email messages or on our voicemail service. We are not able to directly process any card numbers.
- All invoices must be paid in full, or a payment plan must be set up no later than one week prior to the start of lessons/classes.
- It is the responsibility of the student to notify the Community Arts office of any changes to his/her address, telephone number, email address, or relevant payment information.

RUTGERS COMMUNITY ARTS PARTICIPANT WAIVER

Liability

In consideration of my child's participation in the program(s) operated by Rutgers Community Arts of Rutgers University, I waive, release and discharge any and all claims for death, personal injury or property damage against Rutgers, The State University, its officers, agents and employees which my child may have, or which may hereafter occur as a result of my child's participation in the activities. I agree to indemnify and hold harmless Rutgers, The State University, its officers, agents and employees from any claim or loss for death, bodily injury or property damage arising in any manner out of my child's presence or participation in these activities. It is further understood and agreed that this waiver, release, indemnity and assumption of risk is to be binding on my heirs and assigns.

Photography, Video, and Audio Recordings

I understand that audio recordings, photos, and/or video recordings of program participants, including my child, may be published. I hereby give consent for my child to be audio recorded, photographed, or video recorded in connection with participation in classes, private lessons, ensembles, summer camps and special events operated by Rutgers Community Arts of Rutgers University. I further agree that all such audio recordings, photos, or video recordings shall be the exclusive property of Rutgers, The State University of New Jersey and, subject to the limitations expressed below, I release and give Rutgers all rights of ownership and all rights to copy, publish, and use such audio recordings, photos, or video recordings. I acknowledge and agree that Rutgers may use any and all of the media for educational and promotional purposes, including but not limited to publication in brochures and other promotional materials and on the University's websites and social media. I understand that Rutgers will not identify my child by name.

Student Behavior

Rutgers Community Arts reserves the right to dismiss any student for inappropriate behavior. Students are provided with clear guidelines for behavior by instructors. Refunds will not be provided to any students dismissed from classes, ensembles or private lessons for inappropriate behavior. Examples of inappropriate behavior that may result in dismissal: bullying, smoking, drinking alcohol, being in possession of alcohol, use of illegal drugs, possession of illegal drugs, unapproved use of prescribed medication, failure to obey Rutgers Community Arts policies and procedures, abusive behavior towards faculty and staff, theft, and vandalism of university facilities or property. In most cases, students are informed of behavioral issues detected by faculty and/or staff and given the opportunity to modify their behavior while continuing their enrollment in private lessons, classes, ensembles or other university sponsored event. Rutgers Community Arts reserves the right to dismiss students without warning in cases of egregious breach of policies and/or procedures, or in cases where the safety/well-being of other program participants, faculty or staff is threatened. Parents of minors will be informed of any pending disciplinary action.



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<https://www.masongross.rutgers.edu/degrees-programs/community-arts/>